

POSITION DESCRIPTION

Artificial Intelligence Governance Lead



WESTERN SYDNEY
UNIVERSITY

POSITION DETAILS

Position Title	Artificial Intelligence Governance Lead
Classification	HEW 8
Position Number	7016404
School/Office	Data Office
Division	Operations

POSITION PURPOSE

The AI Governance Lead is responsible for developing, implementing and maintaining an enterprise level governance model that ensures the safe, appropriate and effective adoption of artificial intelligence across Western Sydney University. Reporting to the Director, Artificial Intelligence, the role leads the establishment and operationalisation of AI governance frameworks, policies, procedures, standards and controls across curriculum, research and operations. The position serves as the primary point of contact for all AI governance-related matters and plays a critical role in ensuring compliance with internal policies, external regulatory obligations, audit requirements and emerging standards for responsible AI. The AI Governance Officer works closely with stakeholders across cyber security, privacy, legal, risk, IT, academic and operational areas to embed governance into AI lifecycle management, oversee risk mitigation, and ensure AI adoption aligns with institutional values, legislation and best practice.

STRATEGIC CONTEXT

Western is pursuing a human-centric approach to AI, positioning the University as a digital leader with a *people-first approach* and ensuring AI is guided by human judgement, intuition, connection and empathy. Western's integrated AI strategy is organised around three connected streams:

- Transformation Roadmap — exploration and value creation through the delivery of high-value AI initiatives, and use cases across teaching, research, operations and community engagement (Microsoft CoPilot Adoption Roadmap).
- AI Governance and Enablement Framework — a fit-for-purpose approach to AI enablement and governance, anchored to six universal AI principles.

- Readiness and Responsiveness — to support the development and implementation of capability uplift initiatives for students, staff and stakeholders, and to ensure organisational capabilities are fit for purpose to deliver safe, reliable and scalable.

The Director will work across these streams to connect innovation to execution, balance speed with trust, and embed AI as a core enterprise capability rather than a series of disconnected experiments.

KEY ACCOUNTABILITIES

- Design, develop and implement the AI governance model, including policies, procedures, standards, frameworks and controls to ensure safe, appropriate and effective use of AI across the University.
- Lead the development of AI Governance implementation and serve as the primary point of contact for AI governance matters, providing expert advice and guidance to stakeholders on governance, risk, compliance, policy interpretation and responsible AI practices, ensuring effective change management capability uplift and readiness.
- Establish and maintain core governance artefacts, including AI policies, procedures, guidelines, checklists, standards, AI registry, monitoring tools and supporting documentation.
- Lead AI risk management and assurance activities, identifying, assessing and mitigating risks related to privacy, cyber security, bias, transparency, compliance, data use, shadow AI and AI lifecycle management.
- Proactively assure compliance with internal and external obligations, including audit actions, regulatory requirements, NSW AI Assessment Framework, government standards, procurement requirements and emerging international AI governance frameworks.
- Lead governance embeddedness into AI lifecycle and delivery processes, working with the AI Technical Lead, Solutions Engineers and stakeholders to ensure governance, controls and compliance are integrated into design, development, deployment and monitoring of AI solutions.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualifications in governance, information technology, data, cyber security, risk management, public policy or a related discipline; postgraduate qualifications or equivalent experience highly regarded.
- Demonstrated experience in governance, risk and compliance, preferably in technology, data, cyber security, privacy or digital transformation within a complex or regulated environment.
- Strong knowledge of AI governance frameworks and standards, including responsible AI principles, AI ethics, lifecycle governance, audit and assurance practices, and frameworks such as the NSW AI Assessment Framework and relevant national or international standards.
- Experience working across regulatory and compliance environments, including policy development, audit response, risk management, legislative interpretation and implementation of governance controls.
- Highly developed stakeholder engagement and advisory skills, with the ability to work across technical, academic, operational and executive stakeholders to embed governance practices.

- Strong analytical and documentation capability, including experience developing policies, procedures, frameworks, registers, risk assessments, checklists and governance reporting artefacts.

KEY RELATIONSHIPS

- This position reports to: Director, Artificial Intelligence
- Key internal relationships:
 - Chief Data Officer
 - Senior Executive and Executive Leadership
 - Provost and Executive Deans
 - DVC Education and Students, and PVCs
 - DVC Engagement
 - PVC Research
 - Operations Division Chiefs, Executive Directors and Directors
 - Advisory and Governance Committees
- Other stakeholders, project practitioners and vendors and distributed communities of practice

CHALLENGES

- Keeping pace with rapidly evolving AI regulation and standards, ensuring governance frameworks remain current, practical and aligned to emerging state, national and international requirements.
- Balancing enablement and control, ensuring governance supports innovation and adoption while maintaining appropriate safeguards for risk, compliance and responsible AI use.
- Managing complex and cross-cutting risks, including privacy, cyber security, bias, transparency, data governance, shadow AI and reputational risk.
- Embedding governance into distributed environments, ensuring consistent application of policies and controls across diverse academic, research and operational contexts.
- Responding to audit and compliance requirements, including addressing audit findings, implementing controls and demonstrating effective governance maturity.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Chief People Officer

Date: 2/06/2026